



**BID NO.: 7328-0/18**

**OPENING: 2:00 P.M.  
WEDNESDAY  
February 13, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:**

**ON-SITE VEHICLE ALIGNMENT SERVICES**

**FOR INFORMATION CONTACT:**

**Ana M. Rioseco, 305-375-3704, [ariosec@miamidade.gov](mailto:ariosec@miamidade.gov)**

**IMPORTANT NOTICE TO BIDDERS:**

- READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION TO BID**

**Bid Number: 7328-0/18**

**Bid Title: ON-SITE VEHICLE ALIGNMENT SERVICES**

**Procurement Officer: Ana M. Rioseco**

**Bids will be accepted until 2:00 p.m. on February 13, 2013**

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

**Instructions:** The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

**All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.**

**NOTICE TO ALL BIDDERS:**

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**ON-SITE VEHICLE ALIGNMENT SERVICES**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**

**ON-SITE VEHICLE ALIGNMENT SERVICES**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of on-site vehicle, including buses and trucks, alignment services for various Miami-Dade County Departments in conjunction with the County's needs on an as needed when needed basis.

**2.2 TERM OF CONTRACT: FIVE (5) YEARS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five (5) year period.

**2.3 OPTION TO RENEW**

Intentionally Omitted

**2.4 METHOD OF AWARD: TO PRIMARY AND SECONDARY LOWEST PRICED BIDDERS IN THE AGGREGATE BY GROUP**

Award of this contract will be made to the two lowest priced responsive, responsible Bidders in the aggregate by group. While the method of award prescribes the method for determining the lowest responsive, responsible bidders, the County will award this contract for each group to the designated lowest Bidder as the primary bidder and will award this contract to the designated second lowest Bidder as the secondary Bidder. If the County exercises this right, the primary Bidder shall have the primary responsibility to initially perform the service or deliver the goods identified in this contract. If the primary Bidder fails to perform it may be terminated for default and the County shall have the option to seek the identified goods or services from the secondary Bidder.

Award to multiple Bidders is made for the convenience of the County and does not exempt the primary Bidder from fulfilling its contractual obligations. Failure of any Bidder to perform in accordance with the terms and conditions of the contract may result in the awarded Bidder being deemed in breach of contract. The County may terminate the contract for default and charge the Bidder re-procurement costs, if applicable.

**2.4.1 Award will be made to two (2) responsive, responsible Bidder(s) who meet or exceed the requirements set forth in this solicitation. The requirement is as follows:**

The Bidder shall be regularly engaged in the business of providing on-site vehicle alignment services similar to the services requested herein.

Two (2) references shall be listed in the Bidder's submittal. The references listed must be customers that are currently receiving or have received from the Bidder in the past three (3) years the services described in this solicitation. The references must include the customer's company name, and the name, title, address, e-mail, and telephone number of the contact person who can verify that the Bidder has successfully provided the services that the Bidder is offering under this solicitation. These references shall ascertain to the County's satisfaction that the Bidder has sufficient experience and expertise in the industry.

**SECTION 2**  
**SPECIAL CONDITIONS**

**ON-SITE VEHICLE ALIGNMENT SERVICES**

**2.5 PRICES SHALL BE FIXED AND FIRM FOR EACH TWELVE (12) MONTH PERIOD WITH ADJUSTMENTS ALLOWED:**

The initial contract prices resultant from this solicitation shall prevail for a (12) twelve month period from the contract's initial effective date. Ninety (90) days prior to the completion of each twelve (12) month period, the County will consider an adjustment to price based on Producer Price Index (PPI) for Series ID: WPU552 Item: Motor Vehicle Repair and Maintenance (Partial) as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212.

It is the awarded Bidder's responsibility to request any pricing adjustment under this provision. If no adjustment request is received from the awarded bidder, the County will assume that the awarded bidder has agreed to maintain the same pricing.

The adjustment will be applied by taking the most recent index available to determine the percentage increase or decrease from the previous year which be reflected in the adjusted price.

The County reserves the right to reject or negotiate any price adjustments submitted by the awarded Bidder.

**2.6 METHOD OF PAYMENT: PERIODIC PAYMENTS FOR SERVICE RENDERED**

The County shall provide periodic payments for services rendered by the awarded Bidder(s). In order for the County to provide payment, the awarded Bidder(s) shall submit a fully documented invoice that provides the basic information set forth below. The invoice shall be submitted to the County department within thirty (30) calendar days after the service has been rendered.

It shall be understood that such invoices shall not be submitted for payment until such time as the service has been completed and a County representative has reviewed and approved the service.

All invoices shall contain the following basic information as stipulated in Section 1.34.

**2.7 CONTACT PERSON**

2.7.1 For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Ana M. Rioseco, at (305) 375-3704 email – [ariosec@miamidade.gov](mailto:ariosec@miamidade.gov)

2.7.2 To allow the County adequate time to respond, requests for clarification and additional information should be submitted at least five (5) working days before the Bid Opening Date.

**SECTION 2**  
**SPECIAL CONDITIONS**

**ON-SITE VEHICLE ALIGNMENT SERVICES**

**2.8 ACCIDENT PREVENTION AND BARRICADES**

Precautions shall be exercised at all times for the protection of persons and property. All awarded Bidders performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible awarded Bidder.

Barricades shall be provided by the awarded Bidder when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

**2.9 ADDITIONAL FACILITIES MAY BE ADDED**

**2.9.1** It is hereby agreed and understood that any County department or agency facility may be added to this contract at the option of the County. If a price for the new facility is required, the awarded primary Bidder under this contract shall be invited to submit price quotes for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the primary Bidder offering the acceptable pricing. The additional site(s) shall be added to this contract by formal modification of the award sheet.

**2.9.2** The County reserves the right to obtain price quotes for the additional department or facilities from another source at the County's discretion.

**2.9.3** While the County has listed all major services within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar services that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary awarded Bidder to obtain a price quote for the similar items.

The County reserves the right to award these similar items to the primary awarded Bidder, another contract Bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

**2.10 DELETION OF FACILITIES**

It is hereby agreed and understood that any County department or agency may delete service for its facilities when such service is no longer required during the contract period.

**2.11 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS**

Although this Solicitation is specific to County Departments, it is hereby agreed and understood that any other County department or agency may avail itself of this contract.

**2.12 BUSINESS HOURS OF OPERATIONS**

The business hours of operation of the County facilities at which the work will be performed are listed below. No overtime is allowed under this solicitation.

**SECTION 2**  
**SPECIAL CONDITIONS**

**ON-SITE VEHICLE ALIGNMENT SERVICES**

**2.12.1** Internal Services/Fleet hours of operation are as follows:

Monday through Friday, 6:00AM until 10:00PM

**2.12.2** Miami-Dade Fire hours of operation are as follows:

Fire Shop South: Monday through Friday, 6:00AM until 11:00PM

Saturday, 7:00AM until 3:30PM

Fire Shop North: Monday through Thursday, 7:00AM until 5:30PM

**2.12.3** Miami Dade Transit is accessible 24 hours daily. Buses are readily available to align between 10:00PM and 5AM. Buses can also be available during 8AM and 5PM if needed.

**2.13** **DEFICIENCIES IN WORK TO BE CORRECTED BY THE AWARDED BIDDER**

The awarded Bidder shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within ten (10) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the awarded Bidder by the County's project administrator, who may confirm all such verbal reports in writing. The awarded Bidder shall bear all costs of correcting such rejected work. If the awarded Bidder fails to correct the work within the period specified, the County may, at its discretion, notify the awarded Bidder, in writing, that the awarded Bidder is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within ten (10) calendar days of receipt of the notice. If the awarded Bidder fails to correct the work within the period specified in the notice, the County shall place the awarded Bidder in default, obtain the services of another vendor to correct the deficiencies, and charge the awarded Bidder for these costs; either through a deduction from the final payment owed to the awarded Bidder or through invoicing. If the awarded Bidder fails to honor this invoice or credit memo, the County may terminate the contract for default.

**2.14** **HOURLY RATE**

The hourly rate quoted shall be deemed to provide full compensation to the awarded Bidder for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. No overtime is allowed.

**2.15** **WORK ACCEPTANCE**

All alignment services provided by the awarded Bidder will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work and appropriate invoicing.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**ON-SITE VEHICLE ALIGNMENT SERVICES**

**3.1 SCOPE OF WORK (Groups 1 – 3)**

These specifications are the minimum requirements for alignment service to be performed on-site at several Miami-Dade County locations. The awarded Bidder(s) will supply all labor, materials, tools, alignment equipment, computers, power, and personnel to fully and completely align all types and categories of two or three axle vehicles to include buses, trucks, etc., to manufacturer's factory recommended ranges or custom settings as may be requested and provide wheel balancing services on-site if required.

The required work is divided into three groups as follows. These technical specifications apply to all groups, unless otherwise noted.

**GROUP 1:** Internal Services/Fleet

**GROUP 2:** Miami-Dade Fire Department

**GROUP 3:** Miami-Dade Transit

**3.1.1 VEHICLES**

The awarded Bidder(s) shall be fully equipped and experienced in working with various brands such as Mack, Peterbilt, Sterling, Ford Truck, Kenworth, International, Volvo, Blue Bird Bus, Thomas Built Bus, Gillig, New Flyer, Optima, MCI, North American Bus Industries, Spartan, Rosenbauer, Braun, Freightliner, American La France, Saulsbury, Pierce, E-1, Autocar, and Gradall.

**3.1.2 READINGS**

As part of the alignment process, the awarded Bidder(s) is required to take alignment readings prior to commencing and upon completion of any alignment work at no additional cost to the County. Bidder(s) shall provide a print out of the initial alignment readings and a print out of the final alignment readings with their invoice to the facility supervisor, to provide verification that final alignment settings are within the OEM's specifications.

**3.1.3 QUANTITY/RATE**

Awarded Bidder will receive request to service one to three vehicles at a single facility for service or four or greater than four vehicles at a single facility. It is expected that most vehicle alignments can be performed in about an hour. (See Section 4 for pricing information).

**3.1.4 MEASUREMENTS**

Equipment used shall be capable of measuring Camber, Caster, Toe, Frame Angle, Steering Axis Inclination (SAI), Included Angle, Turning Angle Differential, Cross Camber, Cross Caster, Total Toe, Set Back, Total Toe, and Thrust Angle at a minimum and producing print outs of all applicable readings both before and after alignment with manufacturer's specified ranges. Readings will be furnished at no cost.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**ON-SITE VEHICLE ALIGNMENT SERVICES**

**3.2 WHEEL BALANCING (Group 2 Only)**

On-site vehicle balance of wheels individually or per pair per side as required to the best commercial practice tolerances. Sizes will range from 245 70R 19.5 to 435R65/24.5.

**3.3 FRONT END LUBE (Group 1 Only)**

Front end lube is defined as the lubrication of all suspension, chassis, and steering components that can be greased via a grease zerk fitting from the firewall of the cab forward to the front bumper. Vendor will be required to use the appropriate OEM recommended American Petroleum Institute (API) grease when lubricating the front end.

**3.4 LOCATIONS**

**3.4.1 ISD/FLEET MANAGEMENT SHOP LOCATIONS**

<b><u>SHOP</u></b>	<b><u>ADDRESS</u></b>
2	6100 SW 87 Avenue
3-D	24000 SW 97 Avenue
3	8802 NW 58 Street
3-A	18701 NW 6 Avenue
3-B	8500 SW 107 Avenue

**3.4.2 MIAMI-DADE FIRE LOCATIONS**

Fire Shop North	8141 NW 80 Street
Fire Shop South	6100 SW 87 Avenue

**3.4.3 MIAMI-DADE TRANSIT LOCATIONS**

<b><u>SHOP</u></b>	<b><u>ADDRESS</u></b>
Metrobus Central Operations & Inspections (O & I)	3411 NW 31 Street
Metrobus Northeast O&I	360 NE 185 Street
Metrobus Coral Way O&I	2775 SW 74 Avenue
Metrobus Support Services	3295 NW 31 Street

**3.5 ADDITIONAL SERVICES: SPECIALTY VEHICLES AND ANCILLARY/RELATED WORK**

**3.5.1 SPECIALTY VEHICLES (Groups 1 and 2)**

Bidder(s) shall provide an hourly rate for specialty vehicle alignments for different vehicle body configurations and emergency response vehicles to include but not limited to Pumper, Ladder, Platform, and Rescue. The awarded Bidder shall be paid an hourly rate for specialty vehicle alignments.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**ON-SITE VEHICLE ALIGNMENT SERVICES**

**3.5.2 ANCILLARY/RELATED WORK SERVICE (Groups 1 and 3)**

While performing vehicle alignments, there might be ancillary/related work to include but not limited to centering the steering wheel, tie rod end replacement, pitman arm, and chaffed hose. The User Department shall furnish any part required. The awarded Bidder shall be paid an hourly rate separate from the cost of the alignment, for those ancillary/related work services.

**SECTION 4**  
**BID SUBMITTAL FORM**

**Submit Bid To:**  
**CLERK OF THE BOARD**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street**  
**17<sup>th</sup> Floor, Suite 202**  
**Miami, Florida 33128-1983**

**OPENING: 2:00 P.M.**  
**WEDNESDAY**  
**February 13, 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
 DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued  
 by: **Ana**  
**Rioseco**

ISD/PM

Date Issued:  
**01/18/2013**

This Bid Submittal Consists of  
 Pages **8** through **15 Plus**  
**Affidavits**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:**  
**ON-SITE VEHICLE ALIGNMENT SERVICES**

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>557-10 &amp; 928-10</b>	
Procurement Contracting Officer: <b>Ana M. Rioseco</b>	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**

**SECTION 4  
BID SUBMITTAL FOR:  
ON-SITE VEHICLE ALIGNMENT SERVICES**

**FIRM NAME:** \_\_\_\_\_

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**CHECKLIST FOR REQUIRED ATTACHEMENTS:**

**This checklist must be completed by all Bidders.**

**Refer to the details in Section 2, Paragraph 2.6.**

Refer to the details in Paragraph 2.6 to insure that your firm's responses and attachments comply with the solicitation's requirements.	
<u>Reference:</u> Section 2 Paragraph 2.6.1	<p>List references from customers to whom your firm has provided on-site vehicle alignment services in the past three (3) years similar to the services requested herein.</p> <hr/> <p><b>(1)</b> Company Name: _____</p> <p>Contact Person's Name: _____</p> <p>Contact Person's Title: _____</p> <p>Customer's Address: _____</p> <p>Customer's Telephone #: _____</p> <p>Customer's E-mail Address: _____</p> <hr/> <p><b>(2)</b> Company Name: _____</p> <p>Contact Person's Name: _____</p> <p>Contact Person's Title: _____</p> <p>Customer's Address: _____</p> <p>Customer's Telephone #: _____</p> <p>Customer's e-mail address: _____</p>

**SECTION 4  
BID SUBMITTAL FOR:  
ON-SITE VEHICLE ALIGNMENT SERVICES**

**FIRM NAME:** \_\_\_\_\_

**GROUP ONE  
INTERNAL SERVICES/FLEET**

<u>ITEM</u>	<u>ESTIMATED # OF VEHICLES</u>	<u>DESCRIPTION</u>	<u>PRICE PER VEHICLE</u>	<u>EXTENDED PRICE (Estimated # of Vehicles X Price Per Vehicle)</u>
1.	Align 2 or 3 axle vehicle with steer axle only adjustable as per Section 3.1.			
1.1	1,000 Vehicles	Alignment of 1-3 vehicles	\$_____ ea	\$_____
1.2	1,000 Vehicles	Alignment of 4 or more vehicles	\$_____ ea	\$_____
2.	Front end lube while performing an alignment (all vehicles regardless of axles) as per Section 3.3.			
2.1	500 Vehicles	Front end lube of 1-3 vehicles	\$_____ ea	\$_____
2.2	500 Vehicles	Front end lube of 4 or more vehicles	\$_____ ea	\$_____

<u>ITEM</u>	<u>ESTIMATED # OF HOURS</u>	<u>DESCRIPTION</u>	<u>PRICE PER HOUR</u>	<u>EXTENDED PRICE (Estimated # of Hours X Price Per Hour)</u>
3.	Labor rate per hour to align specialty vehicles as per Section 3.5.1.			
3.1	500 Hours	Alignment of 1-3 vehicles	\$_____ ea/Hr	\$_____
3.2	500 Hours	Alignment of 4 or more vehicles	\$_____ ea/Hr	\$_____
4.	Labor rate per hour for ancillary/related service as per Section 3.5.2.			
4.1	750 Hours	Ancillary service of 1 to 3 vehicles	\$_____ ea/Hr	\$_____
4.2	750 Hours	Ancillary service of 4 or more vehicles	\$_____ ea/Hr	\$_____

**GROUP ONE TOTAL (ITEMS 1.1 THROUGH 4.2)**

**\$\_\_\_\_\_**

**Note:** In case of extension price error, unit price will prevail

**SECTION 4  
BID SUBMITTAL FOR:  
ON-SITE VEHICLE ALIGNMENT SERVICES**

**FIRM NAME:** \_\_\_\_\_

**GROUP TWO  
MIAMI-DADE FIRE DEPARTMENT**

<u>ITEM</u>	<u>ESTIMATED # OF VEHICLES</u>	<u>DESCRIPTION</u>	<u>PRICE PER VEHICLE</u>	<u>EXTENDED PRICE (Estimated # of Vehicles X Price Per Vehicle)</u>
1.		Align 3 axle vehicles with all axles adjustable as per Section 3.1.		
1.1	10 Vehicles	Alignment of 1-3 vehicles	\$_____ ea	\$_____
2.		Align 2 or 3 axle vehicles with steer axle adjustable as per Section 3.1.		
2.1	20 Vehicles	Alignment of 1-3 vehicles	\$_____ ea	\$_____
3.		Align 2 axles with both axles adjustable as per Section 3.1.		
3.1	60 Vehicles	Alignment of 1-3 vehicles	\$_____ ea	\$_____
4.		Wheel balancing one wheel per axle as per Section 3.2.		
4.1	90 Vehicles	Wheel Balance 1 to 3 vehicles	\$_____ ea	\$_____
5.		Wheel balancing two wheels per axle as per Section 3.2.		
5.1	90 Vehicles	Wheel Balance 1 to 3 vehicles	\$_____ ea	\$_____

<u>ITEM</u>	<u>ESTIMATED # OF HOURS</u>	<u>DESCRIPTION</u>	<u>PRICE PER HOUR</u>	<u>EXTENDED PRICE (Estimated # of Hours X Price Per Hour)</u>
6.		Labor rate per hour to align specialty vehicles as per Section 3.5.1.		
6.1	120 Hours	Alignment of 1-3 vehicles	\$_____ ea/hr	\$_____

**Group Two TOTAL (ITEMS 1.1 THROUGH 6.1)**

**\$\_\_\_\_\_**

**Note:** In case of extension price error, unit price will prevail

**SECTION 4  
BID SUBMITTAL FOR:  
ON-SITE VEHICLE ALIGNMENT SERVICES**

**FIRM NAME:** \_\_\_\_\_

**GROUP THREE  
MIAMI-DADE TRANSIT**

<u>ITEM</u>	<u>ESTIMATED # OF BUSES</u>	<u>DESCRIPTION</u>	<u>PRICE PER BUS</u>	<u>EXTENDED PRICE</u> (Estimated # of Buses X Price Per Bus)
1.		Align 2 axle buses with steer axle only adjustable as per Section 3.1.		
1.1	650 Buses	Alignment of 1-3 buses	\$_____ ea	\$_____
2.		Align 2 axle buses with both axles adjustable as per Section 3.1.		
2.1	150 Buses	Alignment of 1-3 buses	\$_____ ea	\$_____
<u>ITEM</u>	<u>ESTIMATED # OF HOURS</u>	<u>DESCRIPTION</u>	<u>PRICE PER HOUR</u>	<u>EXTENDED PRICE</u> (Estimated # of Hours X Price Per Hour)
3.		Labor rate per hour for ancillary/related service work as per Section 3.5.2.		
3.1	500 Hours	Ancillary service 1-3 buses	\$_____ ea/Hr	\$_____

**GROUP THREE TOTAL (ITEMS 1.1 THROUGH 3.1)**

**\$\_\_\_\_\_**

**Note:** In case of extension price error, unit price will prevail

**SECTION 4  
BID SUBMITTAL FOR:  
ON-SITE VEHICLE ALIGNMENT SERVICES**

**ACKNOWLEDGEMENT OF ADDENDA**

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**INSTRUCTIONS:** COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION  
WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE OF OFFICER:** \_\_\_\_\_

**Bid Title: ON-SITE VEHICLE ALIGNMENT SERVICES**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.



**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

**COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program**

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Prompt Payment Terms: \_\_\_\_% \_\_\_\_ days net \_\_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

**\*"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.**



# **APPENDIX**

## **AFFIDAVITS** **FORMAL BIDS**



Miami-Dade County  
Internal Services Department  
Procurement Management Division  
**Affirmation of Vendor Affidavits**

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

**Contract No. :** \_\_\_\_\_ **Federal Employer Identification Number (FEIN):** \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

1. <b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code	6. <b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code
2. <b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7. <b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (d) and (g) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. <b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) of the County Code	8. <b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code
4. <b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. <b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code
5. <b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code	10. <b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code

_____ Printed Name of Affiant	_____ Printed Title of Affiant	_____ Signature of Affiant
_____ Name of Firm		_____ Date
_____ Address of Firm	_____ State	_____ Zip Code

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

**Subscribed and sworn to** (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced \_\_\_\_\_

_____ Signature of Notary Public	_____ Serial Number	
_____ Print or Stamp of Notary Public	_____ Expiration Date	_____ Notary Public Seal

**In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15**

[illegible]

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SUBCONTRACTOR/SUPPLIER LISTING**  
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Firm Name of Prime Contractor/Respondent \_\_\_\_\_ FEIN # \_\_\_\_\_  
Project/Contract Number \_\_\_\_\_

In accordance with Sections 2-8.1, 2-8.8 and 10-34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all subcontractors on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/contract shall not charge or subcontract and for subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-05, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all bid for subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder shall be obligated to monitor all project activity to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.  
(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subcontractant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subcontractant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of contracts by race/ethnicity)								
			Gender		Race/Ethnicity						Gender		Race/Ethnicity						
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Alaskan	Other	

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This date may be attributed to Contracting User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://new.miamidade.gov/business/business-development.asp>.

I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Bidder/Respondent \_\_\_\_\_ Print Name \_\_\_\_\_ Print Title \_\_\_\_\_ Date \_\_\_\_\_